

TWENTY-THIRD

Annual Report

OF THE

TRUSTEES

OF THE

PEABODY INSTITUTE

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PEABODY.

PEABODY:

PRINTED AT THE PRESS OFFICE, WARREN BANK BUILDING.

1875.



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At a legal meeting of the inhabitants of the Town of Peabody, qualified to vote in town affairs, held March 22d, 1875, it was

VOTED, That the Report of the Trustees of the Peabody Institute, together with the accompanying documents, be accepted, and that the same be printed for distribution.

A true copy of record,

Attest :

N. H. POOR, TOWN CLERK.

TWENTY-THIRD ANNUAL REPORT.



The Trustees of the PEABODY INSTITUTE respectfully present to the town their twenty-third Annual Report, with the reports of their Treasurer and of the various Committees.

These reports, herewith submitted, give full particulars of the condition and operations of the Institute for the past year; and from them it will be seen that the prosperity of the institution continues unabated. The year has been, for the Institute, one of quiet growth and increased usefulness, and attended with undiminished interest and regard on the part of the inhabitants of the town. In all its departments, it is believed, the affairs of the Institute have been managed with an intelligence and efficiency worthy of the highest commendation. In thus repeating to the town the favorable testimony of former years, in regard to the fidelity of the officers, the Trustees are able to speak with perfect freedom, from the fact that the active operations of the Institute, which are here referred to, are in the hands of the several Committees and officials other than the

Board of Trustees, though subject, if need be, to the supervision and direction of the latter.

It is with the deepest regret that the Trustees have to announce that the past year brings to a close the service of Dr. George Osborne as Treasurer. During the long term of years that he has held the office, his management of the finances of the Institute has been marked by a sagacity and constant care which, though known and appreciated by many of the inhabitants of the town and always warmly acknowledged by the Trustees, deserve the gratitude of all who enjoy the privileges of the Institute. With him may assuredly rest the pure satisfaction and honor which come from the worthy performance of difficult and important duties. The regret of all will be increased by the knowledge that impaired health is the cause which has influenced him to tender his resignation.

It will be seen, by the Treasurer's report, that, during the year, somewhat extensive repairs and improvements have been made in the hall. The outlay thus made, though considerable, has been, it is believed, judicious and has added greatly to the comfort and enjoyment of the public.

Attention is called to the excellent and well-timed remarks contained in the report of the Lyceum and Library Committee, and suggested by the present depression of business. Now, as he well says, is the time for the town to reap the full benefit of the privileges offered by the Institute. We have no intention to pre-

sent at length trite remarks upon the advantages of learning, but we would most earnestly commend this subject, presented in the report of the Committee to the careful attention of the town. From books may be acquired that which will lend new cunning to the workman's hand, and give to the merchant or the manufacturer a surer and more far-reaching sagacity; books have the power to take from adversity its bitter sting, and at every age and in every condition in life they can afford a solace and a help that nothing can take away. And if, in the enforced leisure of many of our citizens, which seems to most of them, no doubt, to have no redeeming feature, increased attention is given to those enlightening and elevating pursuits for which the means are here so bountifully given, great good may spring from what might at first appear to be an unmitigated evil. Thus, too, the Institute will be enabled more fully to fulfil the wise and beneficent purposes of its foundation.

In the library the number of new applicants has been large, and was, a little remarkably, precisely the same as in the year preceding. The number of new books added has been very much larger than usual, owing partly to the increase of funds which it has been found possible to place at the disposal of the Committee, and in part to the fact that the prices of books have been unusually low. A new and better system of charging books has been adopted, and other improvements made for the fuller and more convenient use and enjoyment of

the library. Many will be surprised to learn, from the report of the Librarian, the very large proportion of books of fiction taken out compared with that of books of a more solid character. This proportion, seventy-seven per cent. of the whole number loaned, surprising as it may be, is not probably larger than that observed in other similar libraries, yet it may well suggest, to those using the library, the enquiry whether they are receiving the benefit it is able and was designed to render them. Many books of fiction may be the source of real and harmless pleasure, and often of most substantial benefit; but to use them excessively or exclusively, and this must in very many instances here have been the case, cannot but be injurious.

Akin to this subject is that of the character of the lectures. From the report of the Committee on Lectures, it will be seen that, of the ten lectures given, only one had even an approximation to a scientific character. The difficulties that beset the Committee are well-known to the Trustees. There is the fear of engaging dry or uninteresting lecturers, demands are frequent from the public for those of a showy and entertaining character, and real difficulty exists in obtaining lecturers who can give instruction in an attractive form. Yet it is to be constantly kept in mind that the Institute is not a place of amusement, even of a literary sort, however much any might desire it, except as amusements may wisely be made to subserve its higher end. The Institute was established, in the words of its

founder, for "the promotion of knowledge and morality;" and to this purpose it must be scrupulously devoted. The lectures were all given by gentlemen of reputation, and some of them were of a very high character; the attendance was large, and the course is said to have been acceptable to those who attended it. The Trustees are satisfied that the Committee have striven faithfully to perform the difficult duty imposed upon them, and it may be that they were, as frequently has happened, disappointed in securing lecturers upon whom they had good reason to depend. It is to be hoped that no effort will be spared to prevent the lectures from wandering, to any extent, or for even a single season, from the lofty objects they were designed to serve, the advancement of knowledge and the promotion of public and private virtue.

The Sutton Reference Library is in a satisfactory condition. There have been improvements in some of the arrangements, and valuable additions to the collections have been made. A considerable part of the income for the past year has remained unexpended.

The Trustees are most happy to be able thus again to report the excellent condition of the Institute in all its departments, and to commend it anew, to the inhabitants of the town, as more than ever worthy of that pride and affectionate interest in its welfare which they have never failed to entertain.

Respectfully submitted in behalf of the Trustees,

HENRY WARDWELL.

Treasurer's Report.

The Treasurer respectfully presents to the Trustees of the Peabody Institute the five following statements of accounts, pertinent to the financial year ending February 25th, 1875 :

- No. 1. The General Current Account.
2. The "Reserved Fund" ditto.
3. The Sutton Library Fund ditto.
4. The High School Medal Fund ditto.
5. The Invested Fund Statement.

Also, a schedule of Insurance Policies, with their several amounts and detail of objects insured.

Trustees of Peabody Institute, in account with Geo. Osborne, Treas.

1874.		Dr.
March 18,	To paid Newman & Symonds, feather duster . .	\$3.25
April 1,	" Gas bill, 3 months	75 95
4,	" J. H. Teague, janitor	175 00
4,	" Bill of brushes	3 68
28,	" Lyceum and Library Committee	1,500 00
July 1,	" Gas bill, 3 months	29 05
6,	" J. H. Teague, janitor, 3 months	175 00
9,	" Aqueduct bills to town of Peabody . . .	18 00
10,	" Potter, Batchelder & Co., coal	197 00
21,	" J. E. Lawrence, for enameled cloth and trimming for covering seats	200 00
21,	" Elliott, watering premises front	25 00
Aug'st 12,	" Clark & Giddings, on umbrella stand, etc.	21 67
12,	" Do., on brick dwelling	5 00

Aug'st	12,	"	H. P. Ives, house paper	6 30	
	13,	"	J. H. Teague, for labor hire and sundries	21 59	
Oct'r	5,	"	J. H. Teague, janitor, 3 months	175 00	
	6,	"	J. E. Lawrence, order to Moses E. Johnson, balance in full for upholstering and repair of seats in hall	225 00	
	,	"	Loan to Town of Peabody on 2 Notes, dated Oct. 6, 1874; One of \$62,000 00 One of 8,000 00		70,000 00
	6,	"	J. E. Lawrence, upholstering extra	\$17 00	
			Figures and lettering plates	77 48	
					94 48
	26,	"	J. E. Hubbard, for tree protectors . . .	4 00	
	9,	"	Gas bill, 3 months	18 20	
Nov'r	6,	"	Lyceum and Library Committee	1,500 00	
	7,	"	W. Goldthwait, 75 $\frac{1}{4}$ yards matting, etc .	73 39	
	28,	"	Aqueduct, 2 bills, hall and houses	18 00	
1875.					
Jan'y	1,	"	J. H. Teague, janitor, 3 months, to Jan. 1	\$175 00	
			Do., bill of sundries furnished	12 15	
					187 15
	5,	"	Gas bill, 3 months	83 30	
	15,	"	C. G. Folsom, carpenter, viz		
			Amount of sundry work, 1873 and 1874	\$25 55	
			2 book cases, per contract	115 00	
			Building staging for fresco	150 00	
					\$290 55
			Cr. lantern & frame had	8 00	
					282 55
Feb'y	2,	"	Lyceum and Library Committee	1,000 00	
	8,	"	Wm. Blaney, painter, viz		
			On the hall	\$551 38	
			On brick house	9 95	
			Wallis St. Merrill house	25 55	
					586 88
			D. B. Lord, Jr., gas pipe fitter	31 44	
	9,	"	Petty expenses, stamps, postage, Boston travel, etc.	7 00	
	25,		Balance to new account	2,408 95	
					<u>\$79,151 83</u>

		Cr.	
1874.			
May 25, By	Balance	\$1,220	77
March 3, By	Tremont Insurance Co., reimbursements on Policy failed by Boston fire		1 50
April	" Rents of Grosvenor, Robson, Teague, and Symonds, 3 mos. to April 1.	\$237 50	
	Use of hall, per Teague	42 50	
			280 00
April	" Dividends 3 shares Warren National Bank . .		18 00
27, "	Int. coupon on Lawrence City Bond, No. 100 .		30 00
May 8, "	Town of Peabody, 6 mos. interest to May 6th on \$70,000 Dollar Note		2,450 00
July	" Reserved Fund, return of Loan		249 06
July	" Rents, 3 mos. to July 1st, Grosvenor	\$75 00	
	Teague	25 00	
	Robson	62 50	
	Symonds	75 00	
			237 50
July 16, "	6 months Int. to July 1st on 8 Mass. 5 per cent. Bonds of \$1000 00 each	\$200 00	
	Premium 9½	19 25	
			219 25
16, "	5 mos. Int. on 4 Certificates \$5000 00 each, Massachusetts 5 per cent. Bonds, No. 83 to 86 inclusive	\$500 00	
	Premium 9½	48 12	
			548 12
16, "	6 mos. Int. coupon on Boston City Currency Bond, No. 652		30 00
Oct'r	" Rent, 3 mos. to 1st, Robson, Teague, Grosvenor, or Symonds		237 50
8, "	Dividend on 3 shares Warren National Bank .		13 50
8, "	Town of Peabody, 6 mos. Int. on the \$70,000 00 Dollar Note to Oct. 6th, 1874, final		2,450 00
8, "	Town of Peabody, payment of the note of Oct. 6th, 1869		70,000 00
8, "	Int. coupon on Boston City Bond, No. 100 . . .		30 00
Dec. 31, "	Charles Adams, Jr., State Treasurer on account of the National Bank tax		6 26
1875.			
Jan'y 7, "	6 mos. Int. to Jan. 1st on 8 Mass. 5 per cent. Bonds \$1000 00 each, No. 481 to 488 inclusive	\$200 00	
	Premium 12½	24 25	
7, "	6 mos. Int. on 4 Certificates ditto, \$5000 00 each, No. 83 to 86 inclusive	\$500 00	
	Premium 12½	60 62	
			784 87

7, " 6 mos. Int. coupon Boston City Bond, No. 652 .	30 00
7, " Rents, 3 mos. to Jan. 1st, of Robson, Teague and Symonds	\$237 50
Use of hall, army and navy and als .	78 00
	315 50
	\$79,151 83

E. E. PEABODY, February 25th, 1875.

GEO. OSBORNE, *Treasurer of Trustees.*

We have compared the items of this account, with the vouchers, and find the same correct.

G. A. OSBORNE,
EDWARD W. JACOBS, } Finance Committee.

RESERVED FUND ACCOUNT.

[ESTABLISHED MARCH, 1870.]

"Reserved Fund" of Trustees of Peabody Institute in account with
G. Osborne, Treasurer.

1874.	Dr.
March 4, To paid South Danvers Mutual Ins. on \$1000 policy, No. 4,464, \$1 Certificate, \$9.00	\$10 00
April 27, To amount of prepaid int. on Lawrence City Bond, No. 101, it now being credited and included in the \$30 coupon paid this date, and thus showing \$940 as the actual cost of the Bond	22 83
July To paid cash to current account return of loan of last year	249 06
1875.	
Feb'y 26, To paid for Fall River Bond, No. 1,011, water loan of Nov. 1, 1874, due Nov., 1899, at 99	\$990 00
Accrued interest 3 25-30 mos . . .	19 17
	1,009 17
	1,291 06
Balance on hand, viz :	
4 Certificates Registry of 20 Mass. 5 per cent. Gold Bonds \$1000 each. Fund .	\$20,000 00
	20,000 00

		The Hammond house	\$3,550 00	
		City Lawrence Bond No. 101	940 00	
		Fall River Bond No. 1,011	990 00	
		Cash on hand	98 77	
		Income	\$5,578 77	\$5,578 77
				\$26,869 83
				Cr.
		1874.		\$20,000 00
Feb'y	By balance.	Fund.		4,512 83
		Income		50 00
April 9,	"	Rent of C. A. Lord, 3 mos. to 1st		
27,	"	Interest coupon on Lawrence City Bond, No. 101		30 00
July 7,	"	Rent of C. Lord, 3 mos	\$50 00	
		Deduct repair on conduit	1.75	
				48 25
		16,	"	6 mos. int. to July 1st on 4
				Certificates of \$5000 each,
				No. 79 to 83, inclusive of
				Mass. 5 per cent. Regis-
				tered Bonds
				Premium 9 $\frac{1}{2}$
				548 12
Oct'r 13,	"	Rent of C. A. Lord, 3 ms. to Oct. 1st		50 00
7,	"	Interest coupon on Lawrence City Bond, No. 101		30 00
		1875.		
Jan'y 7,	"	6 mos. int. to Jan. 1st on 4		
				Certificates of \$5000 each,
				No. 79 to 83, inclusive of
				Mass. 5 per cent. Regis-
				tered Bonds
				Gold premium 12 $\frac{1}{2}$
				560 63
7,	"	Rent of C. Lord, 3 mos		50 00
Feb'y 26,	"	Certificate "the Fall River Bond,"		
				No. 1,011, as purchased per Dr. of
				this date, cost
				990 00
				\$26,869 83

E. E. PEABODY, February 26th, 1875.

GEO. OSBORNE, *Treasurer of Trustees.*

THE "EBEN DALE SUTTON LIBRARY FUND" OF THE PEABODY INSTITUTE.

Endowed by Mrs. Eliza Sutton of Peabody, accepted by and under the personal presence and auspices of George Peabody, Esq., of London, England, on the 15th of October, A. D., 1866. The Fund, Twenty Thousand Dollars, in Boston City 5 per cent. Gold Bonds.

1874.	<i>In account with Geo. Osborne, Treasurer.</i>	Dr.
April 10,	To paid G. A. Osborne, Treasurer of Lyceum and Library Committee, 6 months interest on \$20,000, 5 per cent. gold bonds to April 1st	\$500 00
	Premium for gold	66 87
		\$566 87
Oct'r 17,	To paid G. A. Osborne, Treasurer as above, 6 months interest on \$20,000, 5 per cent. gold bonds to Oct. 1st	\$500 00
	Premium for gold 9½	49 37
		549 37
		\$1,116 24
1874.		Cr.
April 8,	By Cash received for 6 months gold interest to April, 1874	\$500 00
	Gold premium	66 87
		\$566 87
Oct'r 16,	By Cash received for 6 month interest as above to Oct. 1st	\$500 00
	Gold premium	49 37
		549 37
E. E. PEABODY,	February, 1875.	\$1,116 24

GEO. OSBORNE, *Treasurer of Trustees.*

THE PEABODY HIGH SCHOOL MEDAL FUND OF THE PEABODY INSTITUTE.

Endowment of George Peabody, Esq., of London. Donation, Two U. S. 10-40 Bonds of \$1000 each. Amount \$2000 gold bearing.

1875.	<i>In account with Geo. Osborne, Treasurer.</i>	Dr.
Feb'y 23,	To clip 4 coupons from the two U. S. 10-40 Bonds, one year's interest in gold from March 1st, 1874, to March, 1875	\$100 00
		\$100 00
1875.		Cr.
Feb'y 23,	To paid Amos Merrill, Chairman of School Committee, 4 gold bearing coupons, as per Dr. of this date .	\$100 00
E. E. PEABODY,	February 25th, 1875.	\$100 00
	GEO. OSBORNE, <i>Treasurer of Trustees.</i>	

Invested Common and Special Funds of the Peabody Institute.

No. 1—Three shares Warren National Bank	\$300 00
2—Four Certificates of \$5000 each, as a Registry of Massachusetts 5 per cent. Coast Defence gold bearing Bonds of \$1000 each, No. 461 to 480 inclusive . . .	20,000 00
3—Eight Massachusetts 5 per cent. Coast Defence gold bearing Bonds, No. 481 to 488 inclusive, of \$1000 each . . .	8,000 00
4—Two Notes Receivable, Town of Peabody, dated Oct'r 6, 1874, payable 1880, Oct'r 6, with interest 6½ per cent. semi-annually, viz: 1 Note, \$62,000; 1 ditto, \$8,000 . . .	70,000 00
5—Real Estate, comprising two dwelling houses with their lands, one of brick on the easterly side, one of wood on the westerly side of the land belonging to and on which the Institute is located	12,000 00
6—The Peabody Institute Hall and land, with its Libraries, Busts, Portraits and Cabinet of valuables, such as Queen Victoria's large Miniature enameled on gold, encased in extensive burglar proof safe, the Gold Tokens from the United States Congress, City of London, Guilds of London, Piano Forte, Engravings, and other objects <i>not appraised</i> .	
7—One Boston City \$1000 Bond, No. 652. Cost	1,010 00
8—One Lawrence City Bond, No. 100. Cost	940 00
Amount carried forward	\$112,250 00
9—The "Reserved Fund," inaugurated for continuous increase, which consists, viz:	
4 Certificates, No. 79 to 82 inclusive, \$5000 each, of Registered Massachusetts 5 per cent. Gold Bonds	\$20,000 00
Real Estate, Hammond place, Wallis St.	3,550 00
1 Bond \$1000, Lawrence City, No. 101	940 00
1 ditto \$1000, Fall River, No. 1,011	990 00
Accrued interest on ditto	19 17
Cash on hand	98 77
10—The High School Medal Fund, 2 U. S. 5 per cent. 10-40 Bonds, gold bearing	25,597 94
11—The "Eben Dale Sutton" Library Fund, in City of Boston 5 per cent. gold bearing Bonds	2,000 00
Amount exclusive of No. 6	\$159,847 94

E. E. PEABODY, February 26th, 1875.

GEO. OSBORNE, *Treasurer.*

Schedule of Insurance Policies on Peabody Institute Property, February, 1875. Whole Amount, \$49,350.

	Institute Hall.	Library.	Piano and Furniture	Bust of Peabody	Portraits of Everett and Peabody.	Two Houses.	{ 1 Policy on House. } { Expires July 1, '75. } { 1 Policy on House. } { Expires June 1, '75. }
3 Policies South Danvers Mutual, } Policy on Hall expires July, '75, }	\$5000 00					\$5000 00	\$10,000
1 Policy Essex Mutual,	\$5000 00						\$5,000 expires Jy 1, '75
1 Policy London Assurance, }	\$7000 00	\$4500 00	\$300 00	\$400 00	\$150 00		12,350 " Nov 19, '77
No. 314,248,							
1 Policy Liverpool and London Globe, No. 1,686,730	\$8000 00	\$5000 00			\$1000 00		\$14,000 " Nov 19, '77
	\$25,000 00	\$9500 00	\$300 00	\$400 00	\$1150 00	\$5000 00	\$41,350

ON RESERVED FUND PROPERTY.

SUMMARY.

1 Policy South Danvers Mutual, No. 4280, (expires Aug. 1, '79) : House, \$550 00; Hall and contents, with 2 houses, \$41,350
 1 Policy South Danvers Mutual, No. 4464, (expires in 1881.) : " 450 00; Reserved Fund, house, 1,000
 Sutton Room and contents, 7,000

\$1000 00 \$49,350

ON SUTTON ROOM.

1 Policy Salem Mutual, No. 10,301, (expires May 1, '75) : Book Cases, Shelving, Furniture and Fixtures, \$2500
 Books, 500 \$3000

1 Merchants & Farmer's Mutual, of Worcester, No. 47,414, (expires May 1, '75.) Book Cases, Shelving, &c. \$2500
 Books, 1500 \$4000

February 26, 1875.

GEORGE OSBORNE, Treasurer. \$7000

Report of the Library and Lyceum Committee.

TO THE TRUSTEES OF THE PEABODY INSTITUTE :

I transmit to you the detailed reports of the Sub-Committees, the Treasurer and Librarian, appending thereto such remarks, mainly of a general character, on behalf of the Lyceum and Library Committee, as are suggested by the history of the year ending in February, 1875.

Though no event has excited during the year marked attention, we feel justified in saying that never before has the Peabody Institute had so unreservedly the good will of our citizens, and never before have they so generally availed themselves of its privileges in all its departments.

Ours is a busy community, and when a full tide of prosperity opens all the avenues for industry, multitudes throng therein, taxing all their energies in the eager and absorbing struggle for material wealth. At such times the plea is that books and intellectual appliances are not for them. They appreciate such things, and often see reason to hold in profound respect the power that knowledge gives to those who have leisure for its acquisition, but their whole time and thoughts must be devoted exclusively to the cares of business.

But now come revulsions in business, stagnation in the marts of trade, and all these energies are suddenly thrown

back in full career, and the scene is changed to one of idleness, so often the fruitful parent of vice. This is the harvest time for the beneficent work that the Peabody Institute was appointed to do in our midst, and the wise and far-seeing plans of its founder receive a new illustration, and are destined, we trust, to be crowned with a new laurel. Riches may take wings, and visions of wealth may fade out of sight, never to return, but these are not all the prizes of life it is fitting that men should strive for. So, at least, thought he to whom fortune had been lavish of her favors in a material sense, as she has been to few men in the whole world. That, in his view, is the highest style of man in whom the moral and mental powers have received a generous and harmonious development. The sordid pursuit of wealth tends to blunt the former and to dwarf the latter. Men need a counter influence, which shall give them larger views of life and of life's opportunities. This is rarely attained in their own narrow social circle. It is only by holding communion with the mighty spirits of the illustrious dead, through the medium of the printed page connecting all the past with the present, and unfolding its rich stores of experience, that the citizen of to-day can in a large measure boast of his superiority to his savage ancestors. Only by these means does he to-day begin life already elevated to a height, upon an eminence which only ages have built up.

It is the aim of the Peabody Institute, within its own sphere, to furnish the utmost assistance in its power to those who are animated in any degree with the laudable ambition of realizing this ideal of modern life, and cheering are the indications which the statistics of the year afford, that the number of those pressing in the right path steadily increases from year to year, and never more so than in the year just closed.

The lecture system and the Library department work harmoniously together, the former often affording stimulus to the use of the latter in directions that might otherwise escape attention. The Library has, you will perceive, received large additions the past year. But many deficiencies still exist, for

the gradual supplying of which the Committee will have need of all the funds you can supply, and we trust that your appropriations may, at least, not fall below those of the past year.

The Sutton Library every year increasingly demonstrates the wisdom of its foundation, and it is to-day an indispensable department, when we consider the completeness of our Library appointments.

Commending the Librarian for his important and efficient labors in facilitating and systematizing the operations of the department under his charge, and the other officials of the Institute for the faithful performance of their duties, this report is respectfully submitted by

THOS. M. STIMPSON,

Chairman of the Lyceum and Library Committee.

Report of the Sub-Committee on the Library.

The Sub-Committee on the Peabody Library submit the following report for the year ending February 1st, 1875 :

During the past year the affairs of the Library have been so conducted as to meet the approval of your Committee. The Librarian and his assistants have discharged their duties with promptness and fidelity. Such improvements in the arrangement and delivery of the books, as have been suggested by longer experience, have been adopted, with marked increase in the efficiency and convenience of the Library.

A new, and, it is believed, an improved system of keeping the accounts with borrowers has been in operation for the past five months, the details of which are fully explained in the report of the Librarian.

The increased appropriation for the Library during the past year has made itself felt in the larger number of books that have been added by purchase. These purchases have numbered 835 volumes, exclusive of the bound volumes of periodicals. Among the most noticeable of these additions may be mentioned the volumes of the Patent Office Reports of the new series. The purchase of these from the beginning of the series required a large sum, but they can now be continued with comparatively small outlay for each year.

It is hoped that the sum appropriated for the purchase of books will be further increased for the coming year. The report of the Librarian calls attention to the fact that it is desirable to obtain many volumes in the department of English literature and particularly the works of the earlier authors. From the continuous growth and more extensive use of the Library, a larger sum is required each succeeding year to keep the books in repair and to replace worn out volumes. In the past year nearly \$300 have been expended for these purposes, making a serious, and yet absolutely necessary draught upon the resources at the disposal of the Committee. Towards the close of each fiscal year, when the production of books is often most active, the Committee finds itself under the necessity of rejecting some very desirable works in order to bring its purchases within the limits of the appropriation.

The new system of charging has enabled the Librarian to prepare a summary of the circulation of the different departments of the Library, and it has been found that the tastes of our readers do not differ essentially from those of other places where public libraries are established.

More shelf room has been provided, after a plan which, it is believed, can be expanded to accommodate the growth for many years to come, without seriously obstructing the light in any part of the Library room.

The number of borrowers from the Library,—nearly 2,000, or about one in four of all the inhabitants of the town,—exhibits in the strongest light the usefulness of the Library, and the appreciation in which its privileges are held by our citizens. To your Committee, the Library seems never to have been in a better condition than at the present time. By a judicious expenditure of the means at its command, it will become more complete, year by year, until it will rank, if not as one of the *great* libraries, yet as one of the most efficient and useful of any in the country.

For the Committee,

J. H. OSGOOD, Chairman.

Report of the Lyceum Committee.

TO THE LYCEUM AND LIBRARY COMMITTEE :

The Sub-Committee on Lectures submit their annual report for the year ending February, 1875 :

We have had ten Lectures, as follows :

Dec. 8, 1874, JAMES T. FIELDS—"Longfellow."

Dec. 15, 1874, MRS. LOUISE W. FOSS—"Readings."

Dec. 22, 1874, REV. A. A. WILLETS, D. D.—"Sunshine."

Dec. 29, 1874, JAMES STEELE MACKAYE—"Mystery of Emotion."

Jan. 5, 1875, GEO. B. PORTEOUS—"Genius."

Jan. 12, 1875, REV. E. E. HALE—"In His Home."

Jan. 19, 1875, DR. DIO LEWIS—"Our Girls."

Feb. 2, 1875, REV. A. H. CURRIER—"Venice."

Feb. 9, 1875, PROF. W. H. NILES—"Weather Probabilities."

Feb. 16, 1875, DR. ISAAC I. HAYES—"Iceland."

The attendance has been large, and the Committee consider the course successful.

For the Committee,

HENRY H. PROCTOR, Chairman.

PEABODY, February 20th, 1875.

Librarian's Report.

TO THE LYCEUM AND LIBRARY COMMITTEE :

I herewith submit the annual report on the condition of the Peabody Library for the year ending February 1st, 1875.

The most noteworthy occurrence of the year is the adoption of a new system of charging and discharging the books. Until last August, the charges were made in a ledger, in pencil, but one person being able to use the book at a time. The present system is that of charging by slips of paper, and is practically the same as that used in most of the larger libraries of the country. Each borrower's name has a number, which is entered on the card. When a book is to be charged on any card, the number of the card, the number of the book, and the date are written on a slip of paper, and the slip is filed with the others of the same date, the arrangement being in the order of the numbers on the cards. The entries of the seven-day books and the fourteen-day books are kept separately. At the time of charging a book, the date is placed on the card. When the book is returned with the card, the date and number on the card indicate the position of the slip on which the charge was made, and the withdrawal of the slip from the files discharges the book. The system has the advantage of rapidity in working, as two or more can work at

once on the slips, if necessary ; of accuracy in the date of charges, and of certainty in detecting books overdue, and in the arrangement of fines. In charging a large number of books, some mistakes are inevitable under any system ; but as the assistants gain experience in handling the slips, the number of errors diminishes, and it is now thought to be less than under the old system. When the record shows a book to have been overdue one week, a notification is sent to the person on whose name the charge appears. The returned slips furnish the means of ascertaining the number of books taken from the Library, and also the relative circulation of different classes of books.

The number of books added to the Peabody Library during the past year is 888. This includes the bound periodicals, of which 53 volumes were placed on the shelves, and also 82 volumes of the new issue of Patent Office Reports, which it is thought will prove to be of permanent value to those business men of the town who are interested in inventions. 38 volumes were donations, as follows : from S. F. Blaney, 12 volumes ; Hon. Geo. B. Loring, 8 volumes ; Smithsonian Institution, 6 volumes ; U. S. Coast Survey, 2 volumes ; Secretary of the Treasury, Public Library of Indianapolis, Public Library of Brookline, Mass., Hyde Park Public Library, Memorial Hall Library of Andover, Trustees of Peabody Education Fund, Elijah W. Upton, O. E. Pope, C. F. Holden, and Henry Edwards, 1 volume each.

18 copies of the catalogue have been sold, and 4 copies presented to other institutions during the year.

From time to time lists of the additions to the Library have been published in the *Peabody Press*. Copies of these lists are placed on file, and are of great assistance in the preparation of manuscript supplements. The supplement now includes all additions up to January 1st, 1875, and four copies are kept on the table for the use of the borrowers.

The circulation of books, for the last five months, as given by the returned slips, is 12,343. For various reasons this does not cover all the books taken from the Library, and the

circulation may fairly be estimated at 12,500 volumes. Of these 77 per cent. was fiction, 5 per cent. travel and description of countries, etc., 3 per cent. history, 3 per cent. biography, 3 per cent. scientific books and books of reference, 2 per cent. books on law and on mental, moral, and social science, 2 per cent. poetry, 1 per cent. magazines, and 4 per cent. miscellaneous, including works in foreign languages, collections of miscellaneous works, etc.

There are now 2,875 names of borrowers on the index-book; of these about 2,000 have taken books during the year. The number of new applicants for cards is 405. The amount of fines collected during the year is \$50.50.

146 books have been worn out or mutilated, or thrown out of circulation for other reasons, making 260 volumes thrown out since the printing of the catalogue. 141 books have been replaced, and 255 rebound.

In order to keep up the system of classification by subjects, it was found necessary to provide more room for the departments of biography and of mental and moral science, by building two cases of shelves. These cases were located in harmony with a general plan, by which new cases may be added from time to time, as they are needed, without injuring the symmetrical arrangement of the room. The work was done during the annual examination, for which the Library was closed from the 1st to the 22d of August. Better accommodations have also been provided for the card catalogue, which is the only complete record of books added since the printed catalogue.

As to the general needs of the Library, they are already well-known to your Library Committee, and I will make but one suggestion here: that is; that it would add much to the value of the Library, if some gaps in our lists of English literature were filled, and better editions provided of the works of some standard authors, particularly of the earlier poets and the dramatists.

THEODORE M. OSBORNE, Librarian.

Treasurer of the Lyceum and Library Com's Report.

Library and Lyceum Committee in account with G. A. Osborne, Treasurer.

		Dr.
1874.		
Feb'y	13, To paid C. D. Howard, for printing and advertising	\$78 90
	16, " Rev. W. H. Cudworth, for lecture	30 00
	16, " Services police, in attendance on lectures .	26 00
	16, " Byron Groce's bill, postage, etc.	3 24
	24, " Assistant Librarian, services	25 00
March	3, " Salem Press bill	16 40
	3, " Assistant Librarian	5 00
	4, " Munroe & Arnold's express	15 35
	12, " M. A. Shackley's express	4 32
	12, " Estes & Lauriat's bill, books	5 08
	12, " do. do. do.	59 63
	16, " Charles A. Gilson, periodicals	101 00
	18, " Joseph W. Ripley, for binding	3 75
	31, " Stationery bill	2 05
April	1, " Librarian, quarter's salary	250 00
	7, " Estes & Lauriat, for books	22 54
	7, " do. do. do.	57 02
	7, " do. do. do.	2 10
	17, " Postage bill	2 30
	21, " Schoenhof & Moeller, books	16 50
	21, " Assistant Librarian's bill	50 00
May	6, " W. H. Piper & Co., books	17 68
	6, " Estes & Lauriat, books	13 27
	6, " do. do. do.	53 01
	6, " Jonathan Perley's bill, binding	30 10
	21, " Assistant Librarian's bill	25 00

	25,	"	Estes & Lauriat, books	12 20
	25,	"	Assistant Librarian's bill	6 25
June	1,	"	Salem Press, for binding	15 60
	12,	"	Townsend's express	6 25
	12,	"	Estes & Lauriat, for books	104 86
July	1,	"	Librarian, quarter's salary	250 00
	1,	"	Assistant Librarian's bill	10 50
	9,	"	Jonathan Perley's bill, binding	19 65
	13,	"	Estes & Lauriat, books	81 60
	13,	"	do. do. do.	6 35
	13,	"	Salem Press's bill, binding	2 25
	17,	"	B. F. Steven's bill, binding	8 67
	31,	"	Munroe & Arnold's express	21 70
Aug.	4,	"	Assistant Librarian	14 50
	4,	"	do. do.	25 00
	10,	"	Estes & Lauriat, books	48 47
	10,	"	do. do. do.	63 17
	10,	"	do. do. do.	4 50
	10,	"	do. do. do.	4 35
	10,	"	do. do. do.	42 13
	12,	"	Clark & Gidding's bill	7 66
Sept'r	7,	"	Postage bill	1 75
	7,	"	Joseph W. Ripley, binding	3 75
	7,	"	Salem Press, binding	14 50
	7,	"	Jonathan Perley, binding	72 85
	11,	"	Peabody Press, printing	26 75
	14,	"	Estes & Lauriat, books	44 28
	14,	"	do. do. do.	2 45
	14,	"	do. do. do.	35 66
	30,	"	Wilson's express	2 70
Oct'r	1,	"	Librarian, quarter's salary	250 00
	8,	"	L. C. Larrabee's bill, books	6 00
	8,	"	Postage bill	2 20
	13,	"	Estes & Lauriat, books	100 04
Nov'r	16,	"	do. do. do.	129 46
	16,	"	do. do. do.	9 47
	21,	"	Assistant Librarian's bill	25 00
	21,	"	do. do. do.	25 00
	27,	"	Commissioners of Patents bill, 80 volumes specifications for drawing, etc.	211 50
Dec.	8,	"	James T. Fields, lecture	100 00
	14,	"	Estes & Lauriat, books	19 09
	14,	"	do. do. do.	1 59
	14,	"	do. do. do.	65 14
	15,	"	Mrs. Louise W. Foss, reading	75 00
	15,	"	Subscription for Punch and Fraser	16 21
	22,	"	Rev. A. A. Willett's bill	100 00
	29,	"	James S. Mackaye's bill	100 00

1875.			
Jan'y	1,	" Librarian, quarter's salary	250 00
	5,	" Assistant Librarian's bill	6 00
	5,	" Rev. George B. Porteous' bill	100 00
	8,	" Postage bill	1 13
	11,	" American Naturalist bill	4 00
	11,	" Jonathan Perley's bill, binding	16 10
	12,	" Rev. Edward E. Hale, lecture	75 00
	19,	" Estes & Lauriat's bill	63 44
	19,	" Dio Lewis, lecture	75 00
Feb'y	2,	" Rev. A. H. Currier, lecture	50 00
	2,	" Peabody Press bill, printing, etc.	41 50
	2,	" do. do.	13 00
	2,	" do. do. do.	7 00
	2,	" B. M. Hill's express	3 20
	7,	" Postal cards	5 00
	7,	" Assistant Librarian's bill	8 50
	9,	" Cutter, Tower & Co.	3 50
	9,	" Munroe & Arnold's bill	8 05
	9,	" Prof. W. H. Niles, lecture	100 00
	11,	" Estes & Lauriat, books	69 08
	11,	" do. do. do.	11 38
	11,	" do. do. do.	2 70
	13,	" B. F. Stevens' bill, stationery	3 79
	19,	" Charles M. Poor's bill	25 00
	16,	" Dr. Isaac I. Hayes	110 00
	16,	" D. S. Littlefield	13 50
		Balance	559 42

\$4,736 58

Cr.

1874.			
Feb'y	9,	By Balance	\$668 08
April	25,	By draft on Trustees	1,500 00
June	30,	By received for Catalogues	6 00
	30,	By " " Fines	17 25
Nov'r	4,	By draft on Trustees	1,500 00
Feb'y	1,	By " " "	1,000 00
	7,	By received for Catalogues	12 00
	7,	By " " Fines	33 25

\$4,736 58

By Balance \$559 42

G. A. OSBORNE, *Treasurer.*

SUMMARY STATEMENT OF FOREGOING ACCOUNT.

	Dr.
To paid for Books	\$1,502 95
“ “ Binding	198 95
“ “ Lectures	957 74
“ “ Librarian	1,000 00
“ “ Assistant Librarians	250 75
“ “ Printing and Advertising	167 15
“ “ Express hire	61 57
“ “ Postage, Stationery and Incidentals	38 05
Balance	559 42
	\$4,736 58
	Cr.
By Balance	668 08
By drafts on Treasurer of Trustees	4,000 00
By received for Fines and Catalogues	68 50
	\$4,736 58
By Balance	\$559 42

G. A. OSBORNE, *Treasurer.*

*Report of the Sub-Committee on the Eben Dale Sutton
Reference Library.*

In compliance with the Rules of the Government of the Institute, the Sub-Committee having in charge the affairs of the Eben Dale Sutton Library submit their annual report for the year 1874-5.

To the Library the following named books have been added: "Die Radiolaria," by Dr. Ernst Haeckel, 2 vols.; "Essex Historical Collections," 12 vols.; "Prince Society Publications," 8 vols.; "List of Emigrants to N. America," by J. Camden Hotten, 1 vol.

Eleven volumes of the "Historical Magazine," edited by Henry Dawson, have been bound, and the periodicals taken in former years, "Notes and Queries," "The Historical and Genealogical Register," "Bibliotheca Sacra" have been continued, and the subscription for the ensuing year has been made.

Several medical books have also been ordered.

Two portfolios of "Osgood's Heliotypes" have been purchased. These are reproductions of Toschi's Engravings after Frescoes, by Correggio and Parmegiano, and of a series of Studies designed and engraved after five paintings by Raphael, having in each portfolio 24 plates, affording facilities for all to become acquainted with some of the masterpieces of art of

world-wide fame, but which have hitherto been rather for the delectation of the few than for the instruction and delight of the many.

In the early part of the year three cases for the exhibition of the copy of "Audubon's Birds" were presented by Mrs. Sutton, who thus has made all the volumes of that valuable work available for examination.

The Committee have found that the furnace has proved to be sufficient for the proper heating of the Library room during the severe weather of February.

The Librarian and Janitor have, as before, satisfactorily performed their duties.

For the Committee,

J. WARREN UPTON, Chairman.

PEABODY, February 20th, 1875.

EBEN DALE SUTTON REFERENCE LIBRARY.

Library and Lyceum Committee in account with G. A. Osborne, Treasurer.

1874.		Dr.
Feb'y	19, To paid for Notes and Queries	\$8 51
March	4, " Munroe & Arnold's express	1 37
April	1, " Gas bill	12 25
	1, " Mary J. Floyd's bill	50 00
	1, " Peabody Press, printing	3 50
	21, " W. H. Piper & Co., books	45 00
May	4, " Umbrella Stand	4 75
	4, " Clark & Giddings' bill	2 50
July	1, " Gas bill	7 70
	1, " Quarter's salary of Librarian	62 50
Sept'r	8, " Sanger, Hood & Currier's bill, coal	92 50
	25, " Newman & Symonds' bill	3 50
Oct'r	1, " Gas bill	3 50
	1, " Quarter's salary of Librarian	62 50
	6, " Janitor's bill	50 00
	10, " W. Goldthwaite & Co.'s bill, matting, etc. .	31 66
Nov'r	23, " Two volumes Historical Magazine	5 36
	23, " T. Drew's bill	8 37
1875.		
Jan'y	1, " Subscription to Notes and Queries	6 23
	5, " Subscription to Bibliotheca Sacra	4 10
	5, " Gas bill	12 95
	5, " Quarter's salary of Librarian	62 50
Feb'y	5, " D. B. Lord's bill	3 00
	9, " Estes & Lauriat's bill	47 00
	11, " Salem Press bill, binding	14 87
	13, " B. F. Stevens' bill, stationery	1 50
	Balance	616 71
		1,224 33
1874.		Cr.
Feb'y	9, By Balance	\$108 09
April	10, By sale of \$500, Gold Interest on Sutton Fund . .	566 87
Oct'r	9, By sale of \$500, Gold Interest on Sutton Fund . .	549 37
		\$1,224 33
Feb. 20, By Balance		\$616 71

G. A. OSBORNE, Treasurer.

SUMMARY STATEMENT OF THE FOREGOING ACCOUNT.

	Dr.
To paid for Books	\$116 20
“ “ Binding	14 87
“ “ Printing	3 50
“ “ Librarian	237 50
“ “ Janitor	50 00
“ “ Coal	92 50
“ “ Gas	36 40
“ “ Matting and other Contingencies	56 65
Balance	616 71
	\$1,224 33
	Cr.
By Balance	\$108 09
By Income of the Sutton Fund	1,116 24
	\$1,224 33
By Balance	\$616 71

G. A. OSBORNE, *Treasurer.*

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